

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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FAX: 603-628-6065

HUMANRESOURCES@MANCHESTERNH.GOV



ECONOMIC DEVELOPMENT DIRECTOR

(Announcement Number R-52-16)

Grade 24 Exempt

Pay Range: \$69,254.99 - \$98,741.07 plus comprehensive benefits package

*Starting customary pay: \$69,254.99

THE JOB:

Plans, organizes, and coordinates the marketing, promotional and economic development activities of the City including business relations, business attraction and expansion, business forums and public/private partnerships; performs directly related work as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, Planning or a related field; and considerable experience in economic development operations within a municipality or governmental entity, including some management responsibilities; or graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Planning or a related field and extensive experience in economic development operations within a municipality or governmental entity, including some management responsibilities.

REQUIRED SPECIAL REQUIREMENTS:

A valid New Hampshire driver's license or access to transportation.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests, and a thorough background investigation.

APPLICATION PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at the City of Manchester website: www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex. Submission of a resume is optional. Applications must be received prior to 5:00 pm on the closing date to be considered.

OPENING DATE:

October 11, 2016

CLOSING DATE: Tuesday, October 25, 2016

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST